

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>			THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 3 PAGES	
1. REQUEST NO. DTRS57-02-Q-80161		2. DATE ISSUED 09/18/2002		3. REQUISITION/PURCHASE REQUEST NO. 49-3307		
				4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		
5a. ISSUED BY U.S. DOT/RSPA/Volpe Center 55 Broadway Cambridge MA 02142				6. DELIVER BY (Date) 09/30/2003		
				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
				9. DESTINATION		
				a. NAME OF CONSIGNEE U.S. DOT/RSPA/Volpe Center		
5b. FOR INFORMATION CALL : (No collect calls)						
NAME Karen Marino		TELEPHONE NUMBER AREA CODE 617 NUMBER 494-2437		b. STREET ADDRESS 125 Munroe Street Receiving Dock		
8. TO:						
a. NAME		b. COMPANY				
c. STREET ADDRESS				c. CITY Cambridge		
d. CITY		e. STATE	f. ZIP CODE		d. STATE MA e. ZIP CODE 02142	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS(Date) 10/18/2002 1500 ET		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.				
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Update of FAA Advisory Circular 150/5070-6A: Airport Master Plans, in accordance with the attached Statement of Work.					
0001	Principal Investigator					
0002	Research Assistance					
0003	Travel					
0004	Supplies, Printing and Miscellaneous					
	This Request for Quote (RFQ) should be completed in accordance with Simplified Acquisition Continued ...					
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			16. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
					AREA CODE	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

CONTINUATION SHEET

REF.NO. OF DOC. BEING CONT'D.
DTRS57-02-Q-80161PAGE
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>procedures which is described below:</p> <p>Simplified acquisition threshold" means \$100,000, except that in the case of any contract to be awarded and performed, or purchase to be made-</p> <p>(1) Outside the United States in support of a contingency operation (as defined in 10 U.S.C. 101(a)(13)) or a humanitarian or peacekeeping operation (as defined in 10 U.S.C. 2302(8) and 41 U.S.C. 259(d)), the term means \$200,000; or</p> <p>(2) To facilitate the defense against terrorism or biological or chemical attack against the United States, for acquisitions-</p> <p>(i) Inside the United States, by or for the Department of Defense, for which award is made and funds are obligated on or before September 30, 2003, in support of a contingency operation (as defined in 10 U.S.C. 101(a)(13)), the term means \$250,000; or</p> <p>(ii) Outside the United States, by or for the Department of Defense, for which award is made and funds are obligated on or before September 30, 2003, in support of a contingency operation (as defined in 10 U.S.C. 101(a)(13)), the term means \$500,000.</p> <p>Please provide the following:</p> <p>DUNS No. _____ and</p> <p>Tax I.D. No. _____ or</p> <p>Social Security No. _____</p> <p>The attached Representations must be completed and sent back as part of your proposal.</p> <p>The Principle Investigator cannot be changed, nor his or her hourly commitment be decreased by more than 20% without prior written authorization by the contracting officer.</p> <p>Offeror must propose in accordance with Attachments 4 and 5. Technical proposal shall not contain any pricing/cost information.</p> <p>Continued ...</p>				

PURCHASE ORDER TERMS AND CONDITIONS

Request for Quotation (RFQ) No. DTRS57-02-Q-80161
Attachment No. 1

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998) - This RFQ incorporates the following clauses by reference with the same force and effect as is they were given in full text. Upon request the Contract Officer will make their full text available. Also, the full text of a clause may be accessed electronically at the following address:

<http://farsite.hill.af.mil/vffar.htm>

I. Federal Acquisition Regulation (FAR Clauses incorporated by reference)

52.203-3	Gratuities	APR 1984
52.222-3	Convict Labor	AUG 1996
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.232-1	Payments	APR 1994
52.232-8	Discounts for Prompt Payment	MAY 1997
52.232-11	Extras	APR 1984
52.232-25	Prompt Payment	JUN 1997
52.232-34	Payment by Electronic Funds Transfer – Other than Central Contractor Registration (b) Date for Submission of EFT Information: _____	MAY 1999
52.233-1	Disputes	DEC 1998
52.233-3	Protest After Award	AUG 1996
52.242-15	Stop Work Order	AUG 1989
52.243-3	Changes – Time-and-Materials or Labor Hours	SEP 2000
52.244-6	Subcontracts for Commercial Items and Commercial Components	MAR 2001
52.253-1	Computer Generated Forms	JAN 1991

The following clauses marked with an “X” also apply to this solicitation/contract:

OPTIONS

<input type="checkbox"/>	FAR 52.217-3	Evaluation Exclusive of Options	APR 1984
<input type="checkbox"/>	FAR 52.217-4	Evaluation of Options Exercised at Time of Contract Award	JUN 1988
<input type="checkbox"/>	FAR 52.217-5	Evaluation of Options	JUL 1990
<input type="checkbox"/>	FAR 52.217-6	Option for Increased Quantity	MAR 1989
<input type="checkbox"/>	FAR 52.217-8	Option for Extend Services	AUG 1989
<input type="checkbox"/>	FAR 52.217-9	Option for Extend the Term for the Contract	MAR 1989

PURCHASE ORDER TERMS AND CONDITIONS

Request for Quotation (RFQ) No. DTRS57-02-Q-80161
Attachment No. 1

SERVICES

- | | | | |
|-------------------------------------|---------------|---|----------|
| <input type="checkbox"/> | FAR 52.222-41 | Service Contract Act of 1965, as Amended | MAY 1989 |
| <input type="checkbox"/> | FAR 52.222-42 | Statement of Equivalent Rates for Federal Hires (over \$2,500) | MAY 1989 |
| <input type="checkbox"/> | FAR 52.222-47 | SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) | MAY 1989 |
| <input type="checkbox"/> | FAR 52.222-48 | Exemption from Application of Service Contract Act Provisions for Contracts for Maintenance, Calibration, and/or Repair of Certain Information Technology, Scientific and Medical and/or Office and Business Equipment – Contractor Certification | AUG 1996 |
| <input checked="" type="checkbox"/> | FAR 52.249-6 | Termination for Convenience of the Government (Cost Reimbursement) | SEP 1996 |

SUPPLIES

- | | | | |
|-------------------------------------|---------------|--|----------|
| <input type="checkbox"/> | FAR 52.211-16 | Variation in Quantity
_____ % Increase, _____ % Decrease | APR 1984 |
| <input type="checkbox"/> | FAR 52.225-1 | Buy American Act – Balance of Payments Program – Supplies (over \$2,500) | FEB 2000 |
| <input type="checkbox"/> | FAR 52.225-3 | Buy American Act-Supplies | JAN 1994 |
| <input type="checkbox"/> | FAR 52.246-16 | Responsibility for Supplies | APR 1984 |
| <input checked="" type="checkbox"/> | FAR 52.249-6 | Termination for Convenience of the Government (Cost Reimbursement) | SEP 1996 |

OTHER CLAUSES

- | | | | |
|-------------------------------------|--------------|--|----------|
| <input checked="" type="checkbox"/> | FAR 52.204-3 | Taxpayer Identification TIN:
_____ (Offeror Provides) | OCT 1998 |
| <input type="checkbox"/> | FAR 52.204-4 | Printing/Copying Double Sided on Recycle Paper | JUN 1996 |
| <input type="checkbox"/> | FAR 52.207-4 | Economic Purchase Quantity—Supplies | AUG 1987 |
| <input type="checkbox"/> | FAR 52.207-5 | Option to Purchase Equipment | FEB 1995 |
| <input type="checkbox"/> | FAR 52.208-4 | Vehicle Lease Payments | APR 1984 |
| <input type="checkbox"/> | FAR 52.208-5 | Condition of Leased Vehicles | APR 1984 |
| <input type="checkbox"/> | FAR 52.208-6 | Marking of Leased Vehicles | APR 1984 |

PURCHASE ORDER TERMS AND CONDITIONS

Request for Quotation (RFQ) No. DTRS57-02-Q-80161

Attachment No. 1

<input type="checkbox"/>	FAR 52.208-7	Tagging of Leased Vehicles	MAY 1986
<input type="checkbox"/>	FAR 52.213-1	Fast Payment Procedure	FEB 1998
<input type="checkbox"/>	FAR 52.213-2	Invoices	AUG 1984
<input type="checkbox"/>	FAR 52.213-3	Notice to Supplier	APR 1984
<input type="checkbox"/>	FAR 52.219-11	Special 8(a) Contract Conditions	FEB 1990
<input type="checkbox"/>	FAR 52.219-14	Limitations on Subcontracting	DEC 1996
<input type="checkbox"/>	FAR 52.219-17	Section 8(a) Award	DEC 1996
<input type="checkbox"/>	FAR 52.222-19	Child Labor – Cooperation with Authorities and Remedies (over \$2,500)	FEB 2001
<input type="checkbox"/>	FAR 52.222-20	Walsh-Healey Public Contracts Act (over \$10,000)	DEC 1996
<input type="checkbox"/>	FAR 52.222-21	Prohibition of Segregated Facilities (over \$10,000)	FEB 1999
<input type="checkbox"/>	FAR 52.222-26	Equal Opportunity (over \$10,000)	FEB 1999
<input type="checkbox"/>	FAR 52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam ERA (over \$10,000)	APR 1998
<input type="checkbox"/>	FAR 52.222-36	Affirmative Action for Workers with Disabilities	JUN 1998
<input type="checkbox"/>	FAR 52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam ERA (over \$10,000)	JAN 1999
<input type="checkbox"/>	FAR 52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
<input type="checkbox"/>	FAR 52.223-6	Drug Free Workplace	JAN 1997
<input type="checkbox"/>	FAR 52.232-16	Progress Payments	JUL 1991
<input type="checkbox"/>	FAR 52.232-18	Availability of Funds	APR 1984
<input type="checkbox"/>	FAR 52.245-2	Government Property (Fixed-Price Contracts)	DEC 1989
<input type="checkbox"/>	FAR 52.245-4	Government-Furnished Property (Short-Form)	APR 1984
<input type="checkbox"/>	FAR 52.246-1	Contractor Inspection Requirements	APR 1984
<input type="checkbox"/>	FAR 52.247-29	F.O.B. Origin	JUN 1988
<input checked="" type="checkbox"/>	FAR 52.247-34	F.O.B. Destination	NOV 1991
<input type="checkbox"/>	FAR 52.247-35	F.O.B. Destination Within Consignee's Premises	APR 1984
<input checked="" type="checkbox"/>	FAR 52.249-8	Default (Fixed-Price or Services)	APR 1984

Request for Quote (RFQ) No. DTRS57-02-Q-80161
Attachment No. 2

52.219-1 Small Business Program Representations.

As prescribed in 19.307(a)(1), insert the following provision:

Small Business Program Representations (May 2001)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is _____ [*insert NAICS code*].

(2) The small business size standard is _____ [*insert size standard*].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.* (1) The offeror represents as part of its offer that it _____ is, _____ is not a small business concern.

(2) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents, for general statistical purposes, that it _____ is, _____ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents as part of its offer that it _____ is, _____ is not a women-owned small business concern.

(4) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents as part of its offer that it _____ is, _____ is not a veteran-owned small business concern.

(5) [*Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.*] The offeror represents as part of its offer that it _____ is, _____ is not a service-disabled veteran-owned small business concern.

(c) *Definitions.* As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.* (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Alternate I (Oct 2000). As prescribed in 19.307(a)(2), add the following paragraph (b)(6) to the basic provision:

(6) *[Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.]* The offeror represents, as part of its offer, that--

(i) It ___ is, ___ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It ___ is, ___ is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

Alternate II (Oct 2000). As prescribed in 19.307(a)(3), add the following paragraph (b)(7) to the basic provision:

(7) *[Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.]* The offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

_____ Individual/concern, other than one of the preceding.

STATEMENT OF WORK

UPDATE OF FAA ADVISORY CIRCULAR 150/5070-6A: AIRPORT MASTER PLANS

1.0 BACKGROUND

The Volpe National Transportation Systems Center is supporting an effort by FAA's Office of Airports to update Advisory Circular 150/5070-6A, an FAA-published document which provides guidance for the preparation of airport master plans. The purpose of an airport master plan is to present a concept for airport development either for creation of a new airport or for the long or short-term improvement of existing airports. Guidelines contained in the master plan are devised to satisfy future aviation demand while, at the same time, anticipating problems likely to be associated with the proposed development program. Often, therefore, they may also be useful to many of the constituencies and stakeholders involved, including airport tenants, state and local officials, regional planners, community groups, and the general public.

The advisory circular itself is a technical document intended for use by those directly involved in the preparation of airport master plans-- primarily airport staff and their consultants. It provides guidance for master plan development by describing the planning requirements for airports regardless of size, complexity, or role. In addition to characterizing the overall planning process, the advisory circular describes details of the individual procedures which make up that process. It also provides guidance for the creation of an effective graphic presentation of planned airport development known as the Airport Layout Plan (ALP).

2.0 OBJECTIVE

The advisory circular on master planning, first developed in the early 1970's, was last updated in 1985. Since that time, however, changes in the process of planning airports have reduced the document's effectiveness. While practices within the industry have evolved over the years to accommodate change, the existing advisory circular fails to address this new generation of planning practices and procedures. The objective of this procurement is to develop a new advisory circular which provides coherent and detailed guidance consistent with more recent practices for the development of airport master plans. When completed, this guidance should lead to the development of master plans which are tailored to meet the needs of individual airports, ensure compliance with federal, state, and local regulations, and are consistent with guiding principles of safety and efficiency.

3.0 PROJECT SCOPE

It is anticipated that to meet these objectives, a complete rewrite of AC 150/5070-6A will be required. However, selected text from the existing document which may still be current and of value can be adapted for use as source material in the new document. Relevant information taken from other FAA publications (such as the FAA Environmental Handbook, the FAA/ACC document on Best Practices for Planning Projects, and Advisory Circular 150/5100-14 on Consultant Services for Airport Grant Projects) can be utilized as well.

In general, however, the updated advisory circular will consist largely of new material developed in consultation with practitioners and stakeholders to identify relevant planning issues and priorities, describe new planning

techniques, and investigate implementation concerns and constraints. The document's basic organization and format should be developed in a way which emphasizes the relationship of each of these elements to the planning process itself. In terms of overall scope, the updated AC should include content in the following areas:

The Overall Planning Process. Because the master plan must be tailored to the needs of the individual airport, the problems and constraints which characterize a particular airport application must be identified early in the planning process. This information determines the nature of the resulting planning study and the basic approach to its development. The process outlined should lead to guidelines for airport development which are situationally responsive not only in terms of satisfying aviation demand, but also in terms of being able to meet concerns and objectives related to financial feasibility, environmental constraints, and local and regional impacts.

Details of Individual Planning Elements. The advisory circular must provide detailed descriptions of the various planning procedures and techniques needed to develop a master plan, as well as practical guidance for their use. Sound procedures and methods are to be described for critical planning elements such as demand forecasting, environmental analysis, determination of economic and financial feasibility, land use analysis, alternatives development, and implementation planning.

The Airport Layout Plan (ALP). The Airport Layout Plan is a graphic representation to scale of the long-term development plan for an airport. As a public document, it is a key reference with respect to both aeronautical issues and community deliberations related to land use and airport expansion. The advisory circular should discuss the various uses to which an ALP may be put, standards and requirements for its acceptance, and recommendations for updating an ALP. The role of CAD technology in ALP creation and retrieval should be emphasized in the discussion.

4.0 DESCRIPTION OF WORK

Task 1. Preliminary Research

To prepare for the planning and writing of a new AC, the Contractor will compile relevant information in the following two areas:

Planning Issues and Priorities. The Contractor will obtain FAA and industry input with regard to current issues and problems characterizing the development and implementation of airport master plans. As part of this process, an attempt should be made to establish any patterns of consensus or disagreement which may exist with respect to priorities among the various stakeholders. Consultations should include airport planners at FAA regional or district offices, airport staff including planning personnel, regional planners, practitioners from the consulting industry, and appropriate representatives and committees of relevant organizations such as the Airport Consultants Council (ACC), the Airports Council International (ACI-NA), the American Association of Airport Executives (AAAE), and the National Association of State Aviation Officials (NASAO). The Contractor should anticipate that travel will be required to satisfactorily meet this requirement.

Current Planning Practices. As part of the interview process, the Contractor will also survey those individuals involved in the actual development of airport master plans concerning the procedures and methodologies they use

to carry out individual planning tasks. To the extent possible, an assessment should be made of the pros and cons which characterize the various alternatives.

- Deliverable 1.** The Contractor will provide a short written summary of these findings to the COTR within 60 days of date of contract execution.

Task 2. Development of Document Outline

Utilizing the results of the preliminary research conducted under Task 1, the Contractor will formulate an outline for the new advisory circular which incorporates all the topics needed to provide practical and up-to-date guidance with respect to airport master plan issues and procedures. These topics should be structured according to an appropriate organizational scheme emphasizing the relationship of each planning task to the overall process. Sections of the outline in which content is derived largely from existing material in AC 150/5070-6A or other FAA publications should be noted.

- Deliverable 2.1.** The Contractor will propose a detailed outline of the new advisory circular for review by the COTR within 14 days of completion of Deliverable 1. A meeting to discuss the proposed outline will be held at either FAA Headquarters in Washington or the Volpe Center in Cambridge within 14 days of its completion.
- Deliverable 2.2.** In response to comments received at the review meeting, the Contractor will produce a revised outline within 14 days. This revised outline must be approved by the COTR and will provide the basis for all further work.

Task 3. Development of Preliminary Draft

The Contractor will produce draft chapters in correspondence with the outline approved for the new advisory circular. All draft chapters are to be completed within 10 months of approval of the revised outline, after which they are to be assembled into a preliminary draft document.

- Deliverable 3.1.** The Contractor will provide the COTR with a copy of each chapter draft as it is completed. These drafts will be reviewed as received, and interim comments on each chapter will be returned to the Contractor within 30 days. The last chapter draft should be submitted for review within 10 months of completion of Deliverable 2.2.
- Deliverable 3.2** The Contractor will assemble the individual chapter drafts to produce a complete draft of the new advisory circular. This preliminary draft should include any changes introduced as a result of the interim chapter comments and should be completed within 14 days of receiving the last set of chapter comments.

Task 4. Development of Final Draft

The preliminary draft produced under Task 3 will be submitted for a final round of review and comment. These comments will be provided to the Contractor prior to a second project meeting to be held at the Volpe Center or

FAA Headquarters within 30 days of receipt of the preliminary draft. Following agreement at that meeting on a plan for the revised document, the Contractor will commence work on a final draft.

Deliverable 4. The Contractor will deliver a final draft advisory circular to the COTR in both printed and electronic form within 30 days of agreement on document revisions. The electronic format should be compatible with Microsoft Word.

5.0 PERIOD OF PERFORMANCE

The maximum period of performance for this contract shall be 17 months from date of contract execution.

**UPDATE OF FAA ADVISORY CIRCULAR 150/5070-6A:
AIRPORT MASTER PLANS**

INSTRUCTIONS FOR TECHNICAL COMPONENT OF OFFER

The offer that is awarded a contract will be the one deemed most advantageous overall to the government on the basis of both technical merit and cost. Of the two, however, technical merit will be significantly more important than cost in the selection of a contractor for award. Those responding to this RFQ should therefore prepare the technical component of their offer in conformance with the instructions given below. **No materials other than those explicitly requested should be submitted. Please note maximum lengths specified.**

1.) Technical Understanding and Approach

To evaluate each offeror's understanding of issues likely to be involved in the development of new planning guidance for the FAA advisory circular, written responses to the following questions are to be submitted. **Answers to these questions must be prepared by the proposed Principal Investigator or principal members of the proposed project team. (See below: Section 2, Item 2.) Please identify the author of each answer.** (For answers having multiple authors, list all names and indicate approximate percentage contributions.)

Question 1. Please comment on the overall approach and structure of the existing advisory circular. Describe any alternatives which could prove more suitable in today's planning environment.

(Maximum length: 1 page)

Question 2. Which aspects or components of the existing advisory circular are most helpful in current practice? Which are most incompatible with current practice? What are the most glaring omissions, if any, of the existing advisory circular?

(Maximum length: 2 pages)

Question 3. What considerations should be involved in tailoring a master plan to the specific needs of an individual airport?

(Maximum length: 1 page)

Question 4. In terms of actual practice today, describe the ways in which environmental issues typically impact the airport concept development process. Could changes in the nature of this interaction improve the master planning process, and if so, how?

(Maximum length: 1 page)

Question 5. Which aspects of the airport planning process could be improved through use of currently available computerized tools?

(Maximum length: 1 page)

2.) Staffing

In order to evaluate the proposed project team with respect to experience, capabilities, and likelihood of success, offerors must submit the following three items:

Item 1. Summary of Relevant Experience

(Maximum Length: 2 pages)

Each offeror must submit an overall summary of its relevant experience including the following:

- A representative listing of projects in which Offeror had a direct and substantial role in the development of an airport master plan.
- Research, consulting, or policy experience directly related to airport planning issues.
- Listing of books, guidance documents, or other substantial publications authored in airport-related fields or which are inherently educational in nature.

Item 2. Proposed Project Staff Summary and Work Plan

(Maximum Length: 2 pages)

An estimate is to be submitted of the overall level of effort framed in terms of the average number of total labor hours anticipated per week. The name of the proposed Principal Investigator as well as those of any associated staff should be listed, accompanied by short (two or three sentence) descriptions of their individual roles. Each team member's relative contribution to the project must be indicated by an anticipated percentage contribution to the total weekly labor hours.

Existing and anticipated workload commitments other than for this project should also be noted for each listed team member. These are to be given in terms of the total number of hours per week currently committed to other projects as well as a best estimate of the average total of committed hours per week anticipated over the next eighteen months. Do not specify the nature of these commitments supply only the total number of committed hours per week.

Item 3. Resumes of Proposed Staff Members

(Maximum Length of Each Resume: 2 pages)

For each individual listed as a member of the proposed project team, include a current resume citing relevant qualifications, background, and experience.

3.) Past Performance

In order to evaluate Offeror's past performance history, the following two items are to be submitted:

Item 1. Listing of Relevant Projects

(Maximum Length: 2 pages)

List the most relevant projects performed in the last eight years. Each listing should include only the project completion date (or indication of current status), client, project title, and the name, telephone number, and email address of a client reference. Note that references other than those provided may be contacted by the Government, and the information received may be used in the evaluation of the Offeror's past performance.

Item 2. Description of Three Most Relevant Projects

(Maximum Length: 1 page)

From the projects listed above, select the three considered most relevant to the development of a new advisory circular as described in the attached Statement of Work. Provide a short (one paragraph) description for each.

**UPDATE OF FAA ADVISORY CIRCULAR 150/5070-6A:
AIRPORT MASTER PLANS**

EVALUATION CRITERIA

The offer that is awarded a contract will be the one deemed most advantageous overall to the government on the basis of both technical merit and cost. Of the two, however, evaluation factors based on technical merit will be significantly more important than cost in the selection of a contractor for award. Notwithstanding this fact, Offerors are cautioned not to minimize the importance of the cost component of their offer as cost can become the deciding factor should technical factors be judged essentially equal.

There are only three technical evaluation criteria: Technical Understanding and Approach, Staffing, and Past Performance. They are described below and are listed in decreasing order of importance with respect to the weight each will assume in the evaluation of offers.

1. Technical Understanding and Approach

The purpose of this criterion is to assess the Offeror=s understanding of issues related to the development of new airport planning guidance as outlined in the attached Statement of Work. Responses to the specified questions will be used to evaluate the author=s understanding of issues related to the adequacy of the existing advisory circular, the author=s outlook with respect to possibilities for improvement, and his or her grasp of relevant technical content.

2. Staffing

The purpose of this criterion is to assess the experience, skills, and capabilities of the proposed project team and to evaluate the likelihood of successful project completion.

The Summary of Relevant Experience@ as well as the submitted staff resumes will be used to assess the qualifications of the proposed Principal Investigator and any additional staff. The primary requirement will be for experience of direct relevance to the functional needs described in the attached Statement of Work. Substantial experience in the preparation of airport master plans is considered an essential requirement in this regard. As indicated in the Statement of Work, however, the project is likely to require individuals who also possess other skills and qualifications. The need to be able to effectively gather background information, for example, will require an extensive network of contacts within several sectors of the aviation industry, while investigating alternative planning techniques and procedures will require considerable technical expertise. Also of use would be prior experience writing documents or publications which, like the advisory circular, are essentially educational in nature.

The likelihood of successful project completion will be assessed on the basis of the submitted work plan, with reference to the qualifications of individual team members as evidenced by their resumes. In

addition to assessing the overall mix of skills represented in the proposed project team, the work plan will be examined to determine whether the relative contributions of each team member would likely be sufficient to achieve the required objectives. The contribution of the Principal Investigator will be of particular concern in this regard. A qualifying factor with regard to these contribution estimates will be the overall availability of individual team members as evidenced by estimates of anticipated commitments to other projects.

3. Past Performance

The purpose of this criterion is to assess the ability of the Offeror to perform successfully based on an evaluation of its relevant past performance history on tasks of the type and complexity described in the Statement of Work.